



**DEPARTMENT OF
ENVIRONMENTAL HEALTH**

WATER WELL PERMIT PROCESS

1. Owner or Driller may apply for a permit
 - Forms obtained online, by fax, mail, or directly from the department
2. Submit a complete application form with site plan.
 - Completed applications may be returned by fax, mail or directly to the department
3. \$150 payment required at time of application. \$125 inspection fee refundable if well is not installed.
4. The application will be reviewed by department staff.
5. The application form will be returned, “approved” or “denied” to the applicant.
 - Applications may be returned by fax, mail, or picked up from the department
6. Home owner shall contact and notify the department upon well installation.
7. Well driller shall submit the drilling form WWC-5 to the department within 30-days of drilling the well.
8. Department staff shall inspect the well.
9. Department staff will review the inspection and upon approval issue the well permit to the owner.
 - The approved permit will be mailed to the well owner

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